



CABINET FOR HUMAN RESOURCES
COMMONWEALTH OF KENTUCKY
FRANKFORT 40621

DEPARTMENT FOR SOCIAL INSURANCE
"An Equal Opportunity Employer M/F/D"

KASES Network Memo No. 31

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

FROM: Steven L. Blank, Director *SLB*
Division of Child Support Enforcement

DATE: August 5, 1994

SUBJECT: Return of CS-141As Due to Address Problems

The Notice of Right to Request Review (Form CS-141A) was mass mailed in late April to absent parent and client participants on the Kentucky Automated Support and Enforcement System (KASES) who were associated with active, current support (CSUP) cases and who had "good" MAIL addresses. About 12,000 of these CS-141As were returned to central office because of address problems.

The processing of returned CS-141As for client participants has been completed by central office. State Parent Locator Section (SPLS) caseworkers checked computer programs (KAMES PA/MA or Programs 35 and 38) for current client addresses. When addresses different from those on the returned CS-141As were found, SPLS caseworkers remailed the CS-141As and entered the new MAIL addresses on KASES. The rest of the returned CS-141As for clients were forwarded to the area offices for appropriate case action.

The processing of returned CS-141As for absent parent participants whose CS-141As had forwarding addresses also has been completed. SPLS caseworkers remailed these CS-141As and entered the new MAIL addresses on KASES. However, approximately 8,000 returned CS-141As for absent parent participants have not been remailed because location action is needed.

Due to the large number of cases involved in "Special Project 141A," SPLS will not send MAIL messages to area office caseworkers and contracting official caseworkers when these cases are referred to SPLS so that absent parents whose CS-141As have been returned can be located. SPLS caseworkers also will not send MAIL messages to staff when they complete location action (either successfully or unsuccessfully) for these absent parents and refer the cases back to the appropriate responsible workers.

KASES Network Memo 31
August 5, 1994
Page Two

SPLS caseworkers will first check the current MAIL address for the absent parent on KASES to see if it is different from the address on the CS-141A. If the MAIL address is different, the SPLS caseworker will set the CS-141 indicator code to P (Pending - CS-141 needs to be sent) and NOT take location action. The P indicator code will cause the CS-141 to be batch generated by KASES. If the MAIL address is the same, the SPLS caseworker will change the MAIL address to OLD address, change the CS-141 indicator code to P, and initiate location action.

SPLS will follow normal location procedures for "Special Project 141A" cases. Location procedures are described in Manual Section 28.000, State Parent Locator Section (area office staff), and in Handbook Section 11.000, Location (contracting official staff).

If location efforts produce a good address, the SPLS caseworker will input the new MAIL address and refer the case back to the last responsible worker.

If location efforts do not produce a good address and there is NOT at least one good location lead, the SPLS caseworker will close location activity by entering the unsuccessful locate code. The SPLS caseworker also will refer the case back to the last responsible worker who will review the case annually until a good address is found or three years have elapsed. If a good address or a new location lead cannot be found after three years, the responsible worker will initiate case closure procedures.

If location efforts do not produce a good address and there is at least one good location lead, the SPLS caseworker will enter the SPLS reinquiry code (REIN) and will review the case every 90 days until a good address is found or until three years have elapsed. If location attempts are unsuccessful after three years, the SPLS caseworker will input the unable to locate code (ULOC) and refer the case to the appropriate responsible caseworker. The responsible caseworker will then initiate case closure procedures.

Case closure procedures are outlined in Manual Section 20.000, Prioritization, and in Handbook Section 31.000, Case Closure. DCSE staff should note that area office caseworkers, not contracting official caseworkers, are responsible for completing the steps to close IV-D cases.

JEFFERSON COUNTY DCSE AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

Related: KASES Network Memo No. 26 (04/21/94)

Retention: Until Superseded

Inquiries: DCSE Staff - Supervisors
IV-D Agents - Compliance Analysts